



**UNITED STATES DISTRICT AND BANKRUPTCY COURTS  
FOR THE  
DISTRICT OF COLUMBIA**

**POSITION:** Chief Deputy, Administrative Services (Type II)

**LOCATION:** Washington, DC

**SALARY RANGE:** JS 15/16  
Salary determined by work experience, prior/present pay history and previous federal government experience.

**Opening Date: January 29, 2016**

**Closing Date: February 29, 2016**

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## **POSITION OVERVIEW**

This position is located in the Clerk's Office of the United States District and Bankruptcy Courts for the District of Columbia. The Chief Deputy, Administrative Services for this consolidated court is a senior-level management position reporting directly the Clerk of Court, and in the absence of the Clerk, assumes the duties and responsibilities of the Clerk. The incumbent works collaboratively with another Chief Deputy (Type II) who also reports to the Clerk of Court.

The Chief Deputy for Administration is responsible for the direct oversight and management of all facets of the administrative services division to include jury administration, interpreting, court reporting, budget, finance, property and procurement, space and facilities, court contracts and other internal controls. Working closely with the judges, management team and staff, the incumbent also supports and assists the Clerk in analyzing and revising organizational structure, establishing long range priorities and goals and assisting with other key functional areas of court administration.

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## **QUALIFICATIONS**

Candidate must be a high school graduate or equivalent and must meet the minimum qualifications of experience as required.

Bachelors or higher degree in one of the following fields: business, finance, accounting or the related from an accredited college or university is preferred. Education may be used as a substitution for experience.

A minimum of six years of progressively responsible, successful, and substantive administrative experience in public service or business that provides a thorough understanding of planning needs, organizational requirements, procedural necessities, and human aspects of managing a complex and multi-faceted organization.

At least three of the six years of experience must have been in a position with substantial management, accounting and/or budget management responsibilities, preferably in a court environment but it is not required.

In addition, the successful candidate must be a leader, motivator, highly organized, and maintain a professional demeanor at all times. Candidate must also have the ability to provide innovative solutions to workplace problems and employee relation issues; possess excellent written and verbal communications skills; have expertise in dealing with others in person-to-person work relationships; and strong analytical and project management skills.

Experience in the federal judiciary a plus.

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## **BENEFITS**

This position appointment is entitled to a generous benefits package which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit for prior government service towards leave accrual rates and retirement

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## **CONDITIONS OF EMPLOYMENT**

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are at will and can be terminated with or without cause by the court.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

Final candidates will undergo a background check and/or security clearance.

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## APPLICATION INFORMATION

Qualified persons interested in being considered for this position are invited to submit an application packet composed of (1) a completed AO 78- Application for Judicial Employment, (2) a resume detailing all relevant experience, education and skills and (3) a cover letter and narrative statement. The narrative statement should address the following topic:

Management Philosophy

Strategy and approach to management and leadership.

Strategy and approach to developing and sustaining collegial working relationships with court personnel to include staff, senior managers and judges.

Experience in the area of management, court administration, accounting/finance/budget management.

All application materials are to be sent to:

**Human Resources Department  
United States District and Bankruptcy Courts, DC  
333 Constitution Avenue, NW  
Suite 1525  
Washington, DC 20001**

**Or**

Via email to:

[DCD\\_HumanResources@dcd.uscourts.gov](mailto:DCD_HumanResources@dcd.uscourts.gov)

If your application packet does not provide all information requested, you will lose consideration for this position.

Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense.

<http://www.dcd.uscourts.gov/dcd/jobs>

**Equal Opportunity Employer**